

## DEVELOPMENTAL DISABILITIES RESOURCE BOARD OF CLAY COUNTY

### DDRB BOARD MEETING MINUTES

Date: August 30, 2016

The meeting of the DDRB Board took place at the executive offices of the Developmental Disabilities Resource Board located at 920 Kent Street, Liberty, Missouri on Tuesday, August 30, 2016. The meeting was called to order by Chairman, Heath Roberts at 6:30pm. Present at the meeting and acknowledged by roll call were Heath Roberts, Gary Steinman, Tom Bradley, Stephen Elliott, Alan Naylor, Rick White, James Gottstein, and Sonja Bennett. Pat Schoenrade arrived after the Roll Call.

#### Guests at the meeting included:

Jeanne Marshall – Easter Seals  
Casey Melancon – Easter Seals  
Holly Wilmes – Easter Seals  
Barbara Griggs – Life Unlimited (Concerned Care)  
Jim Huffman – Life Unlimited (Concerned Care)  
Julie Edlund – Life Unlimited (Immacolata)  
Jill Bartlett - NEEC

Tim Wolf - KCRO  
Linda Holland – CTC/CHS  
Colleen Baker - NTRC  
Bruce Culley - CPA  
Randy Hylton - VSI  
Bess Bonewits - TNC

#### Announcements

There were no announcements.

#### Minutes

The Minutes of the Board Meeting of July 26, 2016 were previously read and reviewed by each member. Tom Bradley noted that the dollar amount noted the Investment Income Report needed to be ***corrected from \$6,070,997.06 to \$6,070,997.06***. Alan Naylor noted that under Issue #3 of the Board Owned Property Committee Report, the reference ***to Hampton House should be changed to Ridgeway House***. With those corrections, Alan Naylor motioned the Amended Minutes be accepted, a second was made by Rick White and the Board voted unanimously to approve the Amended Minutes of the July 26, 2016 Board Meeting.

The Minutes of the Board Owned Property Conference Call Vote Meeting of August 3, 2016 having been read and reviewed by each member were unanimously approved after motion was made by **Alan Naylor** and seconded by **Tom Bradley**.

The Minutes of the Board Owned Property Committee of August 12, 2016, having been previously read and reviewed by each member were submitted for approval by a motion by **Alan Naylor**, seconded by **James Gottstein** and unanimously approved.

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### **Treasurer's Report**

Stephen Elliott reported:

**DDRB County Tax Receipts** for the month of July were \$23,131.21. Total income for the month was \$79,830.57. Total expenses for the month were \$502,183.63 for a net loss for the month of (\$422,353.06). Total income year to date July was \$4,875,811.76 with total expenses of \$3,082,252.56 for a total net income of \$1,793,559.21. We had \$438,466.70 in Commerce checking, \$5,541,978.43 in short and long term investment for a total in cash and investments of \$5,980,445.13. Our total assets as of July 30, 2016 were \$8,447,019.71 which equals our total liabilities and equity.

**TCM income** for the month of July was \$269,507.13 with total expenses of \$249,602.89 resulting in net income for the month of \$19,904.24. Total income year to date is \$1,713,814.30 with total expenses of \$1,476,511.44 for a total net income of \$237,302.86. We had \$1,276,012.34 in cash and investments which is equal to our total liabilities and equity.

DDRB investments in short and long term CD's total \$6,039,978.00. Those investments have earned interest income of \$31,018.39 for the year.

A motion was made by Alan Naylor that the Financial Report be accepted. The motion was seconded by Pat Schoenrade and unanimously approved by the member's present.

### **Administrative Directors Report**

Sonja Bennett reported:

1. All the paperwork had been filed for Set the Levy with the State Auditor's Office and Clay County Clerk pending approval by the Board. The hearing to Set the Levy by the Commissioners is to be held at 10:00AM on Monday, September 12, 2016 at the County Court House.
2. The MEHTAP Grant has been approved for fiscal year 2017 in the amount of \$13,910.40 to be paid quarterly to DDRB by MO DOT.
3. Required filings to the Missouri Ethics Commission have been completed as required.
4. Funding Applications were sent to all the Agencies and Public Notice was filed on our webpage along with two local Clay County City Newspapers.
5. Repairs and maintenance to the Kent Street building:
  - a. Larger Security Video Monitor (28-32" from current 18") monitor will be installed next week.
  - b. Roof Contractor is to be here Wednesday with Jason to make repairs whether warranty or otherwise to repair leaks.

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- c. Electrical Contractor is to be here this week with Jason to review the parking lot and canopy lights that are not working properly.
- d. We still have some painting and other minor repairs too complete throughout the building.
- e. Quotations have been procured for cleaning the carpet and the windows and given to the Board Owned Property Committee for review.
- f. Quotations for Landscape and Tree Maintenance have been given to the Board Owned Property Committee for review.
- g. Office furniture has been moved and quotation for new furniture provided to the Board Owned Property Committee to accommodate 6 additional office spaces and furnish the second person in the receptionist area.
- h. Storage Racks have been installed and the files sorted according the Retention Policy. Permanent Files are in the filing cabinets.

### **Committee Reports**

#### **Executive Committee – Heath Roberts**

No report.

#### **Finance Committee – Stephen Elliott**

The **2015 Audit** has been completed by Bruce Culley, CPA. He is to supply the finalized paperwork and letter in the next week. The Board can finalize next Board meeting.

#### **Issue #1: 2016 Set the Levy**

We need to Set the Levy this meeting. Sonja has supplied budget information in your packets for review. The maximum amount we can request this year is .1182. We decreased our request last year and if we continue to take less than the maximum we are in danger of lowering the ceiling for the Levy. Based on our expenditures for the coming year, the Finance Committee recommended the Board Set the Levy at .1182 and that be given to the County. Steve Elliott made the motion that the Board Set the Levy at .1182, the motion was seconded by James Gottstein. The Board voted unanimously in favor by roll call vote.

#### **Issue #2: 2017 Funding Application**

The Finance Committee reviewed the Funding Policy and has a few clarifications they want to make and will bring it back to the Board for full review and approval next meeting. Steve Elliott moved that the 2016 Funding Application for Non-Profits be approved as presented with a second by Alan Naylor. By roll call vote the Board voted unanimously in favor.

#### **Budgets Projections / Funding Increase / Time Table**

Steve Elliott stated that the Finance Committee recommended a 4% increase as a guideline for the Agencies as they are preparing their budgets and funding applications for 2017. Any larger increase from an Agency would require additional discussions and information. The motion for

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the 4% increase as a recommended guideline was made by Steve Elliott and seconded by Rick White. The Board voted unanimously in favor of this recommendation.

Sonja provided a Time Table Guideline for the funding application approval process.

### **Issue #4 Business Review of Life Unlimited Housing Proposal**

The DDRB has been exploring new group home concepts in the last year and hired an architect for same. With the merger of Concerned Care and Immacolata to Life Unlimited a new opportunity and option has been presented. Life Unlimited has provided a proposal and business plan to DDRB to take over ownership of the group homes over time, replacing some of the existing homes, Flora and Sherwood initially, with new construction or new purchases/renovated homes. The proposal has two parts. Part 1 includes a grant from DDRB in the amount of \$910,000 which would be used to purchase 2 new 4-bedroom group homes and purchase 1 renovated 3-bedroom home. The residents of the Flora and Sherwood houses would be moved into the new homes and DDRB would sell Flora and Sherwood which have an estimated value of \$538,00. Part 2 includes a donor who will provide a cash donation by the end of year 2016 in the amount of \$1,880,000 which would be used to purchase 4 renovated 3-bedroom homes, 1 renovated 4-bedroom home and purchase 4 new 3-bedroom accessible homes. This plan would provide housing for 39 Clay County residents. Life Unlimited is requesting a commitment from DDRB for the \$910,000 provided all other contingencies go according to plan. They need the DDRB commitment to insure the commitment of the donor for the \$1,880,000.

Steve Elliott and the Finance Committee have reviewed the plans and moved that the Board commit to the \$910,000 grant for group home housing to Life Unlimited pending contractual agreements and ownership clarification. The motion was seconded by Rick White.

In further discussion, Rick White stated that the Board had been reviewing options of building new group homes and the funds from that project would be directed to this project.

Gary Steinman asked Life Unlimited what their understanding of whether DDRB would retain any ownership in the new property. Julie Edlund explained that they are not opposed for example the contractually it was written that if for some reason Life Unlimited became "limited" that ownership of the properties would convert to DDRB. Another option would be joint equity similar to Rainbow Village.

By roll call vote, the measure was passed with 1 abstention.

### **Issue #4: Donation to CHS/CTC Halloween Event**

The Finance Committee requested that the Board allocate \$200 from TCM funds to as a donation to CHS Annual Halloween Party. Steve Elliott made the motion to fund \$200 for this project which was seconded by Pat Schoenrade.

The measure passed unanimously by roll call vote.

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### **Services Committee – Pat Schoenrade**

#### **Transportation Study**

Pat Schoenrade said the committee was still working on this project. She stated that is difficult to gather all the necessary information from all the various sources and then put all that together. Dr. Schoenrade indicated they should have a recommendation to the Board at the next meeting.

### **Long Range Planning Committee – Gary Steinman**

No report.

### **Board Owned Property Committee – Alan Naylor**

#### **Flooring at Liberty House**

Alan Naylor reported that the flooring project which was budgeted at \$18,000 for the Liberty House has been completed with a total cost of \$12,250. The contractor had noted that he thought the materials we have received were “seconds” with a few minor cosmetic blemishes. They were not sufficient to prevent installations but he did negotiate a lower price on the materials.

#### **Issue #5 Flooring at the Hampton House**

We had approved a budget of \$4700 for replacing flooring in the garage area which was converted to a family room in the Hampton House but due to cost overruns the Board Owned Property Committee is requesting an increase in the budget to \$4,970. There was some additional labor required in tear out and floor leveling (ramp building) required to level the floor. Alan Naylor moved that the Board approve the increasing the budget for the Hampton House flooring from \$4,700 to \$4,970. The motion was seconded by Rick White. The Board voted unanimously in favor by roll call vote.

#### **Issue #6 Patio Project at Ridgeway House**

Alan Naylor motioned in favor of increasing the budget for the Ridgeway House patio repair from \$6,200 to \$8,700. The motion was seconded by Rick White.

Mr. Naylor explained that as the old patio was removed they discovered a huge void underneath the patio which was home to a large animal den. As they were removing all of this, the stairs into the house fell into the animal den. The steps into the house will need to be replaced. At the same time, Kuhlman Construction advised the steps to the garage did not meet current building codes and asked for them to be replaced. After the replacements were completed, the City Inspector said that the new steps to the garage remained out of code so Jason Kuhlman is currently in discussions with the cement contractor to remedy that situation.

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Lastly the patio requires all new railing where we originally thought we could replace only a portion.

The Board voted by roll call vote unanimously in favor on increasing the allocated funds from \$6,200 to \$8,700 for this project.

Generator Studio has submitted an invoice for \$3,008.80 for work completed to this point. The work is on hold until we notify them if we want to move forward on the project. These funds for this project were previously approved.

### **Issue #7 Kent Street Window Cleaning**

We have procured three (3) bids for cleaning the interior and exterior windows. Fish Window provided the lowest bid of \$195. The Committee is recommending and Mr. Naylor moved we hire Fish Windows to provide this service and allocate \$195 for this project. The motion was seconded by Rick White.

By roll call vote the Board unanimously approved.

### **Issue #8 Kent Street Carpet and Tile Cleaning**

We have three (3) bids for cleaning the carpet at the Kent Street building. Stanley Steamer, who holds a good reputation, provided the best bid of \$1700. The Committee is recommending that we hire Stanley Steamer to provide this service. Mr. Naylor moved that we hire Stanley Steamer and allocate \$1700 for this service. Steve Elliott wanted to know if this included any type of treatment for soil retardant and deodorize after being cleaned. That service is an additional \$350. The motion was amended that we allocate \$2100 for this project. The motion was seconded by Rick White

The Board voted unanimously by roll call to allocate \$2100 for tile cleaning and carpet cleaning and soil retardation treatment provided by Stanley Steamer.

### **Issue #9 Kent Street Tree and Landscape Maintenance**

The Committee has reviewed three (3) bids for tree and landscape maintenance for the Kent Street property. Chris Lawn, our current contractor, has provided a bid of \$2700 to trim the dead limbs from the trees in front of the building.

Sonja added that the pine trees on the property are all infected with the pine beetle. There may be some remedies but nothing is guaranteed on this. One of the representatives suggested that the pine trees might have a life span of two more years. Additionally, the ash trees on the property are all infected with the ash boar which is why we are seeing all the dead limbs in the trees. There are some remedies for this. For long term planning, she wanted to make the Board aware. This is for information purposes and not a part of this proposal.

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Alan Naylor moved that we contract with Chris' Lawn Service to trim the trees and clean and mulch the flower beds for an amount not to exceed \$2700.

The measure passed unanimously by roll call vote.

Mr. Naylor reported that we are still acquiring bids for repair of the outdoor Lighting for the Kent Street building as well as some general maintenance issues and we will pend those items until next meeting.

### Issue #10 Kent Street / TCM Office Furniture

Sonja has provided a report and quotation for additional office furniture for the Kent Street building to create additional office and workspaces for 6 workers. The furniture in the building as purchased and installed by Scott Rice. They have provided a bid for the new furniture and installation in the amount \$9600.

Alan Naylor moved that we authorize \$9600 for the purchase and installation of additional new office furniture from Scott Rice; the motion was seconded by Rick White. The motion was modified to include the funds will be paid out of TCM Start Up Funds.

The Board voted by roll call vote and the measure passed unanimously.

### Issue #11 Kent Street – AED Machine

At the recommendation of the Safety Coordinator, Greg Aultman, of the Kent Building Mr. Naylor is recommending the purchase of the Zoll AED machine to be installed in the Kent Street building. This machine is recommended by the American Red Cross.

Alan Naylor moved that the Board approve an amount not to exceed \$1500 for purchase and installation of the Zoll machine. The motion was seconded by Rick White.

By roll call vote, the Board voted unanimously in favor.

### **Kent Street Repairs and Upgrades Paid by TCM Funds**

Heath Roberts moved that all the Kent Street repairs just approved be paid through TCM funds. The motion was seconded by Rick White. The measure passed unanimously.

### **Targeted Case Management – Linda Holland**

Linda Holland reported that they currently have 35 employees. They are in the process of hiring 2 new Service Coordinators. They are **serving 1,107 consumers**. They had 57 newly eligible consumers, 13 transfers and 8 that were discharged. Medicaid eligible status did not change from last month at 67.38%.

Success Stories: A Service Coordinator donated 4 Chiefs tickets to a consumer who is a big fan. The 60-year-old consumer got to sit on the 45-yard line and watch the game.

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Another 69-year-old individual received \$10,000 in back pay but it had to be used within 27 days to his annual Medicaid authorization. The Service Coordinator was able to secure an electronic wheelchair, a burial plot and a 4-day trip to Disney World. He was thrilled.

Linda also reported that CHS is starting an Internship Program. They have an intern from Park University who has started and will be with them through May.

Rick White asked how things were going with the Surface Pro Tablets. Linda said they were going well and just completed another group training program. She said that the staff are liking the tablets and not having any issues with them.

### **New Business**

Alan Naylor recommended a review and update of the By-Laws specifically, Section 9 which refers to Executive Director which should be updated to read Administrative Director. According to the By-Laws, notice of any change to the By-Laws is required in advance of any change. This recommendation is made to satisfy that requirement. The Board requested the By-Laws be reviewed and updates presented for vote at the next regular Board Meeting. Mr. Naylor will be responsible for overseeing this update.

### **GUESTS**

#### **Agency Updates**

##### **Life Unlimited**

Barbara Griggs and Julie Edlund with **Life Unlimited** (Concerned Care and Immacolata Manor) **thanked the Board for their Support.**

**Northland Early Education Center**, Jill Bartlett reported that NEEC is planning their 15<sup>th</sup> and final Ranch Party. Dinner, drinks, live auction and silent auction. The Board members are all invited. They are going to a different type of event for the next event in April.

Casey Melancon, **Easter Seals Midwest**, reported that Aaron Likens, their Autism Ambassador who has Asperger's, was in the Kansas City area this week giving presentations on what it is like living on the spectrum. He gave a presentation to the FBI with 70 agents present, one at a Library in Kansas City with 100 people in attendance and 75 on a wait list and finally at presentation at the Liberty Public School attended voluntarily by 50 personnel. Casey said she thought this showed the tremendous interest and need in this community for these types of services.

Holly Wilmes with the Early Childhood Program, reported that they had made their final purchase of the playground equipment from the Capital Grants Program. The children are all excited about the new equipment and thanked the Board for their support.



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Steve Elliott reported that he attended an all-day seminar on how the DMH funding works for not just DD but also Mental Health attended by representatives from several counties. Steve said that his Mother and **Former Board Member, Jean Elliott had been awarded Conservator and Guardian of the Year by the Department of Mental Health.**

Colleen Baker, **Northland Therapeutic Riding Center**, reported they are **hosting an event for Ride Across America TV show.** They are going to film some of their classes and will air that film. They will also benefit from their live auction on Friday night.

Representing **Kansas City Regional Office, KCRO**, Tim Wolfe reported that the week of September 12 is Direct Support Professionals Week. The staff of KCRO wants to recognize and support the front line staff. That week there will be a number self-care seminars available at the KCRO office as well as chair massages, chair yoga, gifts and door prizes.

With **no further business**, Heath Roberts moved the meeting be adjourned, seconded by Pat Schoenrade and with all in favor, **the meeting was adjourned.**

Respectfully submitted by Sonja Bennett  
October 6, 2016, 2016